IMPORTANT THINGS TO REMEMBER

1. BUY A SIM CARD FOR YOUR CELL PHONE BEFORE YOU LEAVE TOUYUAN AIRPORT, TAIWAN.
2. EXCHANGE YOUR CURRENCY INTO NT DOLLARS IN AIRPORT.
3. PACK AT LEAST TWO HEAVY WINTER COATS.
4. PACK NECESSARY THINGS LIKE TUXEDOS, YOUR CULTURAL DRESSES.

5. CONTACT

1) Mrs. Joyce Wu,
   ASSISTANT, OFFICE OF INTERNATIONAL AFFAIRS.
   Address: No.2, Pei–ning Road, Keelung, Taiwan 20224
   Tel: +886-2-2462-2192 ext.1069
   Fax: +886-2-2463-4786
   Cell Phone: +886-0928867520
   Email: joyce_wu730@mail.ntou.edu.tw

2) Vikram Paul,
   ISA President,
   International Student Association
   Cell Phone: +886-0978284732
   Email: isa.ntou2014@gmail.com
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Introduction

Prologue by Dean of OIA

Dear International and Exchange Students,

It is my pleasure to extend a very warm welcome to study in National Taiwan Ocean University (NTOU).

I hope that this handbook will meet your information needs and, for those unfamiliar with the University and the academic procedures, provide comprehensive guidance during your studies in Taiwan.

Through the efforts of a dedicated staff, the Office of International Affairs has established an English speaking team and developed a cultural diversity in NTOU in order to create a more friendly study environment.

Today, NTOU has grown into a national maritime university that serves all Taiwan through its sixteen department and eleven graduates institutes and mainly expanding its research expertise through international agreements with sister universities worldwide. Yet, its main purpose remains the same: to transform lives through education.

I have worked in higher education my entire professional life and I can attest to the special character that marks this University. We are proud of our past, excited about the future and fully embrace our role in providing educational opportunities to international and exchange students who wish to find their place in the world.

Sincerely,

Yeu-Hu Chien

Welcome to NTOU

The Office of International Affairs specializes in supporting international, Overseas Chinese students and Mainland China Students. Our target is achieving their educational, professional and personal objectives. Our services include scholarships, working certificates, ARC applications, National Health Insurance, orientation, executive workshop, host family and domestic volunteer students. Furthermore, cultural trips, Chinese New Year gathering, and other association/club activities.

We, Office of International Affairs, are delighted that you have chosen to continue your education here! We look forward to welcoming you and supporting you in adjusting to the NTOU campus life and Taiwanese culture. If you have any problems or suggestions please feel free to contact us either indirectly via the contact information shown in the front page or directly by visiting our office located in the Gymnasium (Ground/1st Floor).

We wish you success as you acquire the education and the life skills required in this interdependent world!

About National Taiwan Ocean University

National Taiwan Ocean University (NTOU) was established in 1953 as Provincial Taiwan Maritime Technology College. Eleven years later, in 1964, we became a maritime college that offered bachelor’s and master’s degrees in various maritime fields. During this period, the college was supported by the Taiwan Provincial Government of the Republic of China. In 1979, we became a national institution, and were renamed the National Taiwan College of Marine Science and Technology. A decade later, in 1989, the college became a full-fledged university.

At present, NTOU has 6 colleges - Maritime Science and Management, Life Sciences, Ocean Science and Resource, Engineering, Electrical Engineering and Computer Science, as well as Humanities and Social Sciences. These Colleges house a total of 27 undergraduate departments and graduate institutes.

As we look at the progress over the last 60 years, the University has undergone great growth and change and is now recognized as one of the nation’s most important centers of learning and scholarship, especially in the marine sciences and maritime studies.

Responding to the changing needs of society and the widening interests of our students, we are developing into a comprehensive university with a unique maritime focus. We aim to be an internationally known institution of higher education. Toward this end, our social sciences and liberal arts programs are developing as a core part of education at NTOU. The University is rapidly moving toward providing a positive learning environment and culture for intellectual and personal growth, with ocean interests as our unique characteristic.

Overview

The University was founded in 1953 as a maritime college. It was renamed as National Taiwan College of Marine Science and Technology in 1979, and National Taiwan Ocean University in 1989. At present, the University has six colleges comprising sixteen departments and ten graduate institutes, staffed with 645 faculty and administrative members and more than 8500 students are enrolled at NTOU. With its programs in maritime science and management, life sciences, ocean science and resource, engineering, electrical engineering and computer science, and humanities and social sciences, the University prides itself to be a unique research and education center. The University has played a pivotal role in the development of marine science and ocean technology in Taiwan. Spanning a period of more than four decades graduates are easily placed in shipping, fishing, food, and engineering enterprises.

Contact Us:
Office of International Affairs
2, Pei-ning Road, Keelung, Taiwan 20224, R.O.C
Located in the Ground/1st floor of the Gymnasium
Website: http://oia.ntou.edu.tw/main.php
Tel:+886-2-2462-2192 ext. 1220-1229
Fax:+886-2-2463-4786
E-mail: oia@mail.ntou.edu.tw
Visa and Alien Resident Certificate

1. International Students Must Know
Students applying from abroad who have received formal admission letters should apply at nearest ROC embassy, consulate or representative agency for entry visas to enter Taiwan. Visitor visas or resident visas are issued to students depending on the length of their study. International students staying in Taiwan for more than six months will have to apply for an Alien Resident Certificate (ARC).

2. Visa Application & Regulations
Foreign nationals are required to apply for Alien Resident Certificate (ARC) within fifteen days after entering into Taiwan. Failure to comply will result in fine payment if they violate the regulation set by the Immigration Department in Taiwan.

- Ten days and under, after the assigned time frame (which is fifteen days after being issued a Resident Visa), they will be fined NT$1000.
- Thirty days and under, after the assigned time frame (which is fifteen days after being issued a Resident Visa), they will be fined NT$3000.
- Above thirty days after the assigned time frame (which is fifteen days after being issued a Resident Visa), they will be fined NT $5000.

If foreign nationals stay in Taiwan after a Visitor visa or a Resident Certificate expires, they will be fined according to the regulation set by the Immigration Department in Taiwan.

- Ten days and under, after the expiration date, they will be fined NT$1000.
- Duration from eleven days to thirty days after the expiration date, they will be fined NT $3000.
- Duration from thirty-one days to ninety days after the expiration date, they will be fined NT $5000.
- Above ninety-one days after the expiration date, they will be fined NT $10000.

Note:
(1) If you did not apply for the Resident Certificate according to the regulation of Immigration Department, you will be fined and be expected to apply for it within the rescheduled time frame. If not, you might have to pay extra fine.
(2) If you still stay in Taiwan after your Visitor visa or Resident Certificate expires, you will be fined and be expected to leave the country within the scheduled time frame as well. If not, you will be deported.

3. How to Apply - Resident Visa & ARC

A. Resident visa
Students with a Visitor visa will first need to apply for a resident visa from the Taipei City Service Center, National Immigration Agency. The visa will be issued within 15 days. Required documents:
- Fill out a copy of Multiple-Purpose Application Form for foreign residents and attach two photos (2x2 inch color photos).
- Submit the original and a copy of passport.
- Letter of admission.
- Application fee up to NT$3000, depending on country of origin.

B. Alien Resident Certificates (ARC)
Students with a resident visa will need to apply for the ARC in the Keelung City Service Center, National Immigration Agency within 15 days. Required documents:
- Fill out a copy of Multiple-purpose Application Form for Foreign Residents and attach two photos (2x2 inch) (only for the new ARC applicant)
- Submit the original and a copy of passport, including the resident visa.
- Submit the original and a copy of student ID or original receipt of tuition and dormitory payment.
- Application fee: NT$1000.

Notes:
1. ARC and Re-entry:

The Bureau of Consular Affairs:

Pre-Arrival Check List

1. Things to Do
- Obtain proper documents for departure and arrival
- Book your flight
- Check customs regulations on what you are allowed to take out and bring in
- Pack your bags

2. Alien Resident Certificates (ARC)


National Immigration Agency – Taipei
Address: NO.15, GUANG JHOU ST., JHONGJHENG DISTRICT, TAIPEI CITY 100-66, TAIWAN

2. Student’s Visa:

Students holding multiple entries Visa may re-enter Taiwan within the valid period stated on the visa. Students holding single entry visa and if he or she leaves Taiwan, he or she will need to apply for a visa from overseas in order to re-enter Taiwan.

The Bureau of Consular Affairs:

The following regulations apply to the pre-arrival check list:

- If you did not apply for the Resident Certificate according to the regulation of Immigration Department, you will be fined and be expected to apply for it within the rescheduled time frame. If not, you might have to pay extra fine.
- If you still stay in Taiwan after your Visitor visa or Resident Certificate expires, you will be fined and be expected to leave the country within the scheduled time frame as well. If not, you will be deported.
Preparing for Arrival

2. Tips for Packing Your Bags
Taiwan is hot most of the time, but its winter can be very chilly. You might not need a thick coat, but bring some sweaters and a jacket. Closet space is a big issue in dormitories. Do not overpack. You can purchase all of your daily needs in town, unless you have a special preference for your home product.

If you bring your own electrical appliances, make sure you have a converter if your home country does not use 110 volts electricity.

3. Must have
Here is a list of items most international students at NTOU recommend you bring from home:

- Passport and other documents for status verification
- Original academic documents: Transcripts, degrees/diplomas/certificates
- A good dictionary example a Chinese–English, if English is your official language. Purchase a reliable dictionary that explains Chinese in your local language.
- Photocopies of passport, other documents for status verification, and academic documents: Ensure that you have photocopies of the main pages of your passport (expiry date/passport number/birth date), your authenticated graduation transcripts, degrees/diplomas/certificates etc. Keep a set of photocopies in each piece of luggage, in case one of your bags are misplaced or lost in transit. You also need to carry at least 10 photographs of yourself (2x2 inch color photos with white background)
- Important numbers: Write your passport number, travelers' check numbers, bank draft number, flight number, your contact number and an emergency contact number on a single sheet of paper. Keep it in your handbag, so you don't have to take out your important documents every time when you need to fill out a form. Leave a list of all these important numbers at home as well.

4. Preparations for Keelung

a. Booking Your Flight
As soon as you receive your NTOU acceptance letter, you should apply to the R.O.C. Representative Office (Embassy) in your country for a residence visa. As soon as your visa has been granted, book your flight to Taipei.

b. Finances
Your first month allowance takes 3 weeks to process upon arrival. You are advised to secure US$2000 to cover living expenses for the first month in Taiwan. Cash (US dollars) and travels checks are accepted. As a precaution when collecting US dollars, make sure that the dollar notes are 2014 or more recent. Money changers can reject old US dollar notes due to uncertainty of authenticity.

Upon arrival, you may exchange cash or travelers checks to NT Dollars at the CKS International Airport. Exchange rates are not stable and can fluctuate at times. On a yearly average $1 US = $30 NT (Taiwan Dollars).

c. Customs Regulations
Taiwan is an island with valuable agriculture industry. No plants and fruits are allowed into the country. During your flight, you will be given a customs declaration form. Please visit the Directorate General of Customs’ website for more detailed information.

d. Packing Your Bags
Keelung is located on the coast, and its weather is very unpredictable. You don’t need a heavy coat for the winter, but bring clothes that you can wear in layers, for the temperature can change drastically during the course of a day. Almost all students dress informally and in comfortable clothes such as jeans, shorts, t-shirts, etc. It is useful that if you bring some formal and traditional suits for formal occasions.

e. Electrical Items and Other Household Equipment
Most off-campus student accommodation is furnished but most likely does not include any household goods. Simple household items can be bought at very low cost at many stores around campus or at the city center, but some students may wish to bring some of their own basic items.

Voltage used in Taiwan is 110 volts with a frequency of 60 cycles, AC. The sockets for plugs are fenced.

5. Preparation for Session Start
Your first few weeks at NTOU are going to be busy ones! Use this checklist to get settled in and to prepare for classes.

<table>
<thead>
<tr>
<th>Checklists</th>
<th>Ticks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Report Office of International Affairs to complete the initiated procedure and get required documents.</td>
</tr>
<tr>
<td>2</td>
<td>Immigration/Visa application</td>
</tr>
<tr>
<td>3</td>
<td>Register your courses, and pay your fees</td>
</tr>
<tr>
<td>4</td>
<td>Open a bank account</td>
</tr>
<tr>
<td>5</td>
<td>Arrange your health insurance</td>
</tr>
<tr>
<td>6</td>
<td>Get your mobile phone/ Internet connected. You can buy a tele-</td>
</tr>
<tr>
<td>7</td>
<td>Explore Keelung City</td>
</tr>
<tr>
<td>8</td>
<td>10 photos (2x2 inches with background)</td>
</tr>
<tr>
<td>9</td>
<td>Cash/Traveler’s checks (Amount Approximately US$ 2000)</td>
</tr>
<tr>
<td>10</td>
<td>Authenticated graduation certificate and translated official transcripts in English</td>
</tr>
</tbody>
</table>

6. Airport Pick-Up Service
Airport Pick Up Service & Request Information

Office of International Affairs provides a complimentary Airport Pick-up Service for all newly enrolled NTOU international students arriving in Taiwan or the first time. Before your departure, please make sure you filled out the form of Airport Pick-up Service Request Form and confirmed with staff.

Please complete this form and e-mail to Division of International Affairs by August 3rd, 2015 for Autumn. The confirmation letter will be send to your e-mail address. If you want to begin your new session well prepared, we recommend all international students to arrive in Taiwan one week before the registration (August 17th – August 24th, 2015.)

On your arrival date, we will arrange precise time to pick you up from Taiwan Taoyuan International Airport and take you to your NTOU student dormitory safe and sound.

7. Free Chinese course for new students
School has arranged free Chinese classes for you to get acquainted in Taiwan, among Chinese speaking people. If you are late, you will miss these special Chinese classes. These free Chinese classes will start from August 24th to, September 4th, 2015 (Only for Autumn). Your early arrival is important for your accommodation and better beginning in the new semester.
Arrival in NTOU

Things to do:

1. When to arrive

Plan your arrival 7 days before the start of the semester. It is better to settle down no later than August 3rd, 2015 for Autumn and February 6th, 2016 for Spring. Please settle down before starting the new semester to avoid any inconvenience due to your late arrival.

2. Immigration

Arrival at the Taoyuan (CKS) International Airport.

Before landing on Taiwan’s national land, you will be given an immigration form to fill out. You will need to have the form completed before you get off the plane to avoid delays at immigration. When you cleared immigration, the immigration officer will staple the yellow copy of your immigration form onto your passport. DO NOT remove or lose the immigration form. You will need it to exit the country.

3. Foreign Currency Exchange

You can exchange money or traveler’s check at the Taoyuan (CKS) international Airport.

4. Transportation to NTOU

The Taipei International Airport is also known as the Taoyuan (CKS) airport. It is located in the Taoyuan prefecture, about 50 km south of Taipei city.

Transportation to NTOU

Orientation date

Medical Insurance

Route (to get to NTOU from CKS airport)

<table>
<thead>
<tr>
<th>Routes</th>
<th>Departure/Arrival</th>
<th>Fare (NT$)</th>
<th>Service Hours</th>
<th>Journey Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taiwan Bus Corp.</td>
<td>CKS Airport/Taipei</td>
<td>Adult</td>
<td>CKS Airport</td>
<td>05:40-24:50</td>
</tr>
<tr>
<td>(Kuokuang Line)</td>
<td>Main Station</td>
<td>NT$125</td>
<td>5:00-23:30</td>
<td></td>
</tr>
</tbody>
</table>

Step 2: Taipei Main Station to Keelung Main Station: You can either take the bus or the railway system:

For further details, check the websites below:


Taiwan Railways Administration: http://twtraffic.tra.gov.tw/twrail/English/e_index.aspx

(Note: When you receive your student ID card, you can apply for a Keelung bus card at the Keelung Main Bus Station with a student rate of NT$9.) Information about public bus: http://www.klcbatw.gov.tw/
Arrival at NTOU

<table>
<thead>
<tr>
<th>Routes</th>
<th>Departure/Arrival</th>
<th>Fare (NT$)</th>
<th>Service Hours</th>
<th>Journey Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taiwan Bus Corp.</td>
<td>Taipei Main Station/Keelung Main Station</td>
<td>Adult NT$55</td>
<td>Taipei Main Station 06:00-24:00</td>
<td>40-50 minutes</td>
</tr>
<tr>
<td>(Kuokuang Line)</td>
<td>Keelung Main Station</td>
<td></td>
<td>Keelung Main Station 06:00-23:00</td>
<td></td>
</tr>
<tr>
<td>Taiwan Railway system</td>
<td>Taipei Main Station/Keelung Main Station</td>
<td>Adult NT$41</td>
<td>Taipei Main Station 06:00-23:50</td>
<td>42-53 minutes</td>
</tr>
<tr>
<td></td>
<td>Keelung Main Station</td>
<td></td>
<td>Keelung Main Station 05:00-23:00</td>
<td></td>
</tr>
</tbody>
</table>

6. When you arrive at NTOU
If you arrive at NTOU during the weekdays between 8:00 am and 5:00 pm, come to our office. (For information about how to get to NTOU from the airport, please see arrival information.)

The Office of International Affairs is your first stop at NTOU, located at the Ground floor of the Gymnasium. You must report to our office and present your passport, visa, acceptance letter, original academic document and two 2x2 inch color photos. We will try our best to facilitate and assist you in settling down when you get to NTOU. Student volunteers are available to assist you, make you feel at home or show you how to get around on campus and even share and explain Taiwan’s culture with you.

7. Accommodation for female International Students before semester starts
The female students will live in the second female dormitory. The accommodation will start from August 22nd to August 29th, 2015 for Autumn and February 12th to February 19th, 2016 for Spring. The accommodation fee would be NTD 960 (NTD 120/day).

Male students will be living in the International student dormitory off campus starting August 3rd, 2015 for Autumn and February 1st, 2016 for Spring.

8. Things that we can do for you
a. Review your immigration documents
b. Provide you with information on how to register for classes, how to apply for insurance, where to live, and where to seek help when necessary.

9. What else can we do for you?
- R.O.C immigration regulations and Alien Resident Certificate (ARC) application
- National Health Insurance (NHI)
- Cultural adjustment issues
- Any academic adviser or student volunteer will help you with all academic questions.

Orientation Date
Besides learning everything you need to know about NTOU, the international student orientation is a great opportunity to meet other international students, and volunteer students. At the orientation, we will give you information about how to go about registering for classes, how to find dormitory, and where to seek help when necessary. You will also receive important information on studying and living at NTOU in Taiwan.

Office of International Affairs (OIA) sincerely invite you to join our international student Orientation on September 2nd, 2015 (only for Autumn). For Spring semester please contact OIA. It will be a great opportunity to meet our friendly international students and staffs. This will run from 9:00 A.M. and located at Student Activity Centre.

DATE: September 2nd, 2015 (only for Autumn)
Life On Campus

- **Campus map**
- **Facilities**
- **Dining Locations**
- **Campus’s Convenience Stores**
- **Mailing Services**
- **Health Care**
- **Mobile and International Calls**
- **Banking**
- **Getting Involved**
The Office of International Affairs is located in No. 46 Gymnasium.
## Life On Campus

### 1. Facilities

**a. Library**

The University Library, built in 1991, is housed in a five-story building with a Reading Room in the basement. The main library and the new (1999) Library Annex are situated directly across from the Administration Building, just inside the main gate. The Library provides extensive services and a public Reading Room to the entire University community.

**Working hours**

<table>
<thead>
<tr>
<th>Hours/Service</th>
<th>Public Services</th>
<th>Circulation Services</th>
<th>Reference Services</th>
<th>Reading Center/Newspapers Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Semester (MON - FRI)</td>
<td>8:10-22:00</td>
<td>8:10-21:00</td>
<td>8:30-16:50</td>
<td>8:00-23:00</td>
</tr>
<tr>
<td>Regular Semester (SAT - SUN)</td>
<td>9:10-21:00</td>
<td>9:10-20:00</td>
<td>Closed</td>
<td>8:00-23:00</td>
</tr>
<tr>
<td>Summer Break (MON - FRI)</td>
<td>8:10-16:00</td>
<td>8:10-17:30</td>
<td>8:30-16:50</td>
<td>8:00-22:00</td>
</tr>
<tr>
<td>Summer Break (SAT)</td>
<td>9:10-16:00</td>
<td>9:10-17:30</td>
<td>Closed</td>
<td>8:00-22:00</td>
</tr>
<tr>
<td>Summer Break</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**b. Sports fields:**

- Swimming Pool is next to Hai Kong Building No.39.
- Recreation Center at no.4 on the map.
- Tennis Court is at no. 51 on the map.
- Track & Field Stadium is located nearby the Main gate (no.49 on the map).
- Basketball Court is at no. 52 on the map.
- Gymnasium is at no. 46 on the map.

### 2. NTOU Health Center (2nd floor, Student Activity Center)

- **Hours of operation**
  - Monday to Friday 08:00-17:00
  - Closed on holidays
- **Phone**: 02-2462-2192
- **E-mail**: sm@mail.ntou.edu.tw
  - If you need any help with health care at any other time, please dial emergency phone calls: 02-2462-9976 it will get you through the on-shift military training officer/ military instructor.
  - Or dial 02-2462-2192 ext.1132 to the security office.

### 3. Foods

There are several restaurants on campus:

1. **1st dining hall (1st floor) on the map**
2. **2nd dining hall (basement) on the map**
3. **3rd dining hall (basement) on the map**

If you want to have a meal outside the campus, then you can also take the Hsiang Feng Gate (no.44) to the Hsiang Feng St. or the Chung-Cheng Rd.

### 4. Convenience Store on Campus

- 24 hours convenient store: 7-11, Family Mart
- Book store
- Gas Station
- Post Office

### 5. Postal Service

Postal boxes are conveniently placed throughout Taiwan. Red boxes are for airmail (left-hand slot) and prompt delivery mail (right-hand slot). Green boxes are for local; the right-hand slot is for mail within the city, the left-hand slot is for outside the city.

All the students are required to open an account at Post office. The university will deposit TA, RA, stipend and payment of work into the account. Opening an account at post office is part of the registration process. For opening an account, you need to get your personal Chinese stamp.

Post office at campus is open from 8:00 a.m. to 5:00 p.m. on working days. Keelung Main Post Office is open until 7:00 p.m. on working days. Service Line: 0800-700-365

Postal office is available at on campus map.

### 6. Banking

A. **First Bank** has a counter at the Administration Building (No.1 on the map). Students can open their bank account at First Bank. However, bank is not providing service of money exchange inside campus. You will be provided an ATM card.


Working hours: 10:00 a.m. - 11:50 a.m. and 2.00 p.m. - 3.30 p.m. Monday to Friday

B. There are five ATM. One is at 1st floor of the First Dining Hall building and The 3rd Male Dormitory Building and Post Office and Food Engineering Building and the College of Engineering Building

### 7. Telephone

Students living off-campus may get phone lines set up at Chunghua Telecom with their passport, ARC card and a guarantee, who must be a ROC citizen of age 20 or up (if you want a post – paid line).
9. Getting Involved

NTOU offers a wide array of clubs and organizations representing many interests. Refer to the Division of Extracurricular Activities (no.41 on the map) for descriptions of the numerous campus organizations. Information about the many clubs on campus can be found at: http://www.stu.ntou.edu.tw/sc/

10. Tips in Taiwan

Traveling Around Taiwan

Let’s travel Taiwan! The public transportation system is well developed in most cities in Taiwan, we strongly recommend you start having an exploration plan while you study in Taiwan to discover the harmonious weather, friendly people and rich of historical and cultural scenic sites, we bet you will be surprised and enjoy the experiences while you study aboard. In Taiwan, we have well constructed public transportation system, including Train, Taiwan High Speed Rail, and MRT (Mass Rapid Transit System) and Intercity Buses.

(1) Trains

Taiwan Railway Administration
Tel: +886-2-2381-5226
Taiwan Railways Toll Free Service Hot Line
Tel: 0800-765-888

(2) Taiwan High Speed Rail

Can you imagine it only takes three hours travel from Taipei to Kaohsiung? THSR (Taiwan High Speed Rail) provides you the most efficient services for you traveling around Taiwan.

Tickets can be purchased and reserved by phone or online. Website: http://www.thsrc.com.tw/en/
Tel: +886-2-6626-8000

(3) Subway MRT (Taipei Mass Rapid Transit System) & KRTC (Kaohsiung Rapid Transit System)

The MRT and KRTC are available in Taipei and Kaohsiung, these lines are dotted with a variety of attractions and scenic spots, visitors can take a leisurely journey through most of the attractive parts of Taipei and Kaohsiung by using MRT service.

Please note:

(1) MRT running hours: 6:00 – 24:00
(2) Single – journey ticket price ranges from NT$20- NT$65 depending on travel distances.
(3) Taipei MRT :
(4) Kaohsiung RTC (Rapid Transit System)

11. Application for Driver’s License

(1) Learners for small vehicles should apply for learner’s license from motor vehicle offices. Learners for large vehicles should hold driver’s license for small vehicles.

(2) Applicants for learner’s license should be over 18 years old, and pass the physical examination and Fitness Performance Test performed by hospitals designated by public hospitals, organizations of public health, or motor vehicle offices.

(3) Applicants for driver’s licenses of general, light or heavy motorcycles should be older than 18 years old. There is no maximum limit for age.

(4) Applicants for driver’s license of large, heavy motorcycles (Exhaust Volume above 250 CC) should be older than 20 years old. There is no maximum limit for age.

(5) Applicants for driver’s license of large, heavy motorcycles (Exhaust Volume above 250 CC) should have over 1 year of experience for holding general heavy motorcycle driver’s license, and have completed training courses with certified drivers training organizations.

(6) Applicants for small vehicle driver’s license should have over 3 months of experiences of driving training.
1. Application

Exchange Student application’s material must be submitted prior to June for Fall Admission or November for Spring admission. International students wishing to apply for short term studies must comply with and follow the procedures listed below:

A. In addition to submitting the Application Form for Admission, applicants must also include the following application materials:
   1. Two letters of recommendation
   2. Plan of Study/Letter of Intent (in Chinese or English)
   3. Proof of attendance and official transcript (in English)
   4. Health Certificate (must include results of chest x-ray and HIV test taken within the past six months)
   5. Dormitory Application
   6. Scholarship Application

   http://english.ntou.edu.tw/nscholarship.php

B. Verification of area of expertise and academic qualifications for admission: Applications are reviewed and qualified applicants are selected at departmental faculty meetings.

C. Administrative screening: Application materials of qualified applicants are submitted to the college dean for approval and processed by the Division of Academic Exchange and Cooperation (here-in-after called ‘DAEC’) of Research and Development Affairs.

   1. The Health Certificate is verified by the Student Health Services; a copy is sent to the Physical Education Office for reference.
   2. The Dormitory Application is sent to the Division of Dormitory Guidance Office for housing arrangements.

D. When applicants have successfully passed academic qualifications and administrative screenings, the application is then sent to the university President for final approval. Once approved, the applicants will be issued a letter of admission from the university.

If and when an applicant does not meet academic qualifications or does not meet health requirements, application material/Health Certificate will be returned to the applicant.

Scholarship Application: Scholarship applications should be submitted by the academic department to the NTU scholarship committee or NTU administration for approval, countersigned by the DAEC, the Accounting Office, and the Research and Development Affairs.

Completed applications are presented to the university President for final approval. Qualified students will be granted a monthly stipend of up to NT$8,000. The amount of scholarship for applicants from sister universities may vary based on the reciprocal benefits established by both universities.

2. Tuition fees

   - The tuition covers the basic costs for the new semester.
   - Normally, the health examination will cost NT$550 for everyone. If your country is on a list of malaria area, and you will stay over 3 months in Taiwan, the doctor will have an extra examination that will cost you NT$300 additionally total is NT$850.
   - Any resident for staying in Taiwan longer than 6 months is required by law to enroll in National Health Insurance (NHI). Since the new international students cannot apply for National Health Insurance within the first 6 months, we will assist you to apply for insurances about critical illness and injury in casualties. The fare of the illness and injury insurance is about NT$3,000 for 6 months, and other insurances may cost you a lot more money. Six months later, you can apply for the NHI. The fare is NT$749 per month.

   There are 6 months in each semester. Thus, the school is kindly to open up a specific account to keep the total fare for 6 months. And we will take out the fare from the account per month.

Students’ Safety Insurance (SSI) is the basic insurance plan required as a condition of registering as a NTU student. NTU students required SSI for every semester. Medical benefit covers the medical service for unexpected injury such as car accident, experimenting or exercising when students are in the school and so on. You are billed NT$200 when you register every semester.

3. Registration

According to university procedures, students on campus should register before session start. Students must register in person and show student I.D. No one can register in your place. Before registering, students must have already paid tuition. Without records of tuition paid in full, students may not register. Registration generally may take place during the first week of classes. (The enrollment is on September 2nd, 2015 for Autumn.)

Physical examination: The Physical examination is on 2nd September, 2015 for Autumn and for Spring Students please contact Mrs. Joyce Wu at OIA.
Registration Procedures

Registration Procedures for Newly-admitted Students

Before Registration Day, please go to the NTOU website → Academic and Student Affairs System → Student Records → Student Information → Maintain Student Information, fill in the information, or the registration is considered incomplete.

The invoice for tuition fees will be sent to the students. If any student has not received it, he or she should inform the Division of Cashier of the situation.

1. Finish the payment at the Division of Cashier
2. International students in pursuit of dual degrees should bring the receipt of payment from their home university to the Division of Cashier for verification.

Send the Student Record Form, photocopy of graduation certificate and relevant documents to the Division of Registration and Curriculum.

Late Registration:
1. Finish the payment (Division of Cashier)
2. Fill in student information online
3. Hand in required documents to relevant divisions

Fail to make the payment or submit the required documents

Finish the payment, hand in the required documents and finish the registration procedures (Please refer to Form of Registration Procedures.)

Completion of registration

Please refer to the University’s Guidelines Governing Registration and Leave of Absence on Registration Day for the relevant late payment fine.

Expulsion
(Refer to Study Regulations)

National Taiwan Ocean University

Form of Registration Procedures for Newly-admitted International Students

Student ID No.: Name:
Department/Institute:
Please tick □ Master’s Programs □ Doctoral Programs □ Bachelor’s Programs

<table>
<thead>
<tr>
<th>Steps</th>
<th>Processes</th>
<th>Official Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Health Examination</td>
<td>1. Please fill out the Medical Record in advance and stick a photo on it</td>
<td>Division of Health Services</td>
</tr>
<tr>
<td>2. Finish the payment of the medical examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Undertake medical examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Hand in the Medical Record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Student Affairs</td>
<td>Hand in &quot;International Student Information Form&quot;</td>
<td>Division of International Affairs</td>
</tr>
<tr>
<td>3. Payment of Fees (Tuition/Dorm/Insurance)</td>
<td>1. The Division of Cashier will check the receipts of tuition, dorm and medical insurance.</td>
<td>Division of Cashier</td>
</tr>
<tr>
<td></td>
<td>2. Students who have not finished the payment should make the payment at the Division of Cashier.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Registration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Verification of passport and documents which prove the educational background</td>
<td>Division of Registration and Curriculum</td>
</tr>
<tr>
<td></td>
<td>2. Check whether the students turn in the Student Record Form or not</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Check all registration procedures and collect the form of registration procedures</td>
<td></td>
</tr>
</tbody>
</table>

Note:
1. The form of Medical Record is available to download at the Division of Health Services website → Forms. Please fill out the form in advance and stick a photo on the form.
2. International Student Information Form is available to download at the Division of International Affairs → Downloads → Application Forms.
3. Please pay the required fees in advance and keep the receipts for the Division of Cashier. If not, students may pay the required fees at the Division of Cashier at the time of registration (1st floor of the Administration Building.)
4. The Division of Registration and Curriculum will verify the authenticity of the graduation certificate (or certificate of studies) and passport and check if the student hands in the Student Record Form or not. Please go to the NTOU website → Academic and Student Affairs System → Student Records → Student Information → Maintain Student Information, fill in the information online and print out the form. The username is your Student ID Number and the password is an eight-digit number with the last four digits of the passport number and the other four digits of the month and the day of your birthday (e.g. If your birthday is 1988/12/30, your password to enter the system is 881230.)
6.1 On-campus Dormitory

There are presently four student dormitory buildings, supplying 2,747 people’s stay, 831 beds for female students and 1,916 beds for male students.

<table>
<thead>
<tr>
<th>Dormitory</th>
<th>Bed Width (cm)</th>
<th>Bed Length (cm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male 1st Dorm</td>
<td>85</td>
<td>191</td>
</tr>
<tr>
<td>Male 2nd Dorm</td>
<td>89.5</td>
<td>193</td>
</tr>
<tr>
<td>Male 3rd Dorm</td>
<td>88</td>
<td>197</td>
</tr>
<tr>
<td>Female 1st Dorm</td>
<td>90.5</td>
<td>180.5</td>
</tr>
<tr>
<td>Female 2nd Dorm</td>
<td>88</td>
<td>197</td>
</tr>
</tbody>
</table>

Bedrooms are designed for four students each and the lodging qualification is decided by lot. However, in order to help international students adapt to this new environment and to avoid inconvenience in renting house, beds are reserved for all international students (it is necessary to apply for it on the Internet; if demand is excessive, qualification is decided by lot according to one’s household register place).

All the female international students will be arranged in Female 2nd dormitory, and the male students in the male international students dormitory. (listed in P.25 and P.26)

The dormitory fee for female international students is NT$15900 in twin share room or NT$7950 in quadruple share room (four beds) per semester.

Note: 2-bed rooms only reserved for ICDF students. Ph.D. students can draw when there is room (bed) left, and need to reapply (draw) every year after ICDF students arranged.

Period of living in dormitory: Generally for one year, winter/summer vacation included. (From Feb 1st to July 31st and Aug 1st to Jan 1st every year).

Attention: According to Student Dormitory Regulations

- Application: The application is not permitted for those with legal infectious disease (requiring treatment in isolation), or severe mental illness before completing treatment.
- Refund: When freshman (only first semester), drop-out, expelled, or graduate, dormitory fee can be returned according to the following condition:
  a. Within 10 days of register, dormitory fee will be fully returned.
  b. More than 10 days of register, but not 1/3 of the semester, 1/2 of the dormitory fee will be returned.
  c. Freshman (second semester), voluntary move out, or disobeyed Student Dormitory Regulations Rule 14 and suspended for lodging qualification, no refund will be given.

Notice: Each period is one academic year (including winter vacation, but not summer vacation), and please cooperate moving for concentration in winter vacation.

6.1-1 Rules at the Dormitory

Gate Control

All dormitories have a gate control system. (Access Control System. Entrance guard system) Access is allowed only with one’s fingerprint, so that safety of dormitories is well protected. Students must cooperate with the time control; the gate of female dormitory closes at 24:00 (12:00 a.m.).

Light Control

In order to achieve a good healthy habit, our school practices light control, i.e. the main light of each bedroom is switched off automatically from 22:00, but to be aware that the space are limited.

Garbage

Do not throw garbage in the corridors nor the living-room. Students must classify the garbage and dispose them during the garbage collect time.

And the recyclables will be collected every Mon., Wed., and Fri. in the afternoon along with the ordinary garbage.

6.2 Off-Campus Accommodation

For those unqualified or whom don’t want to stay in the dorm, we provide useful information on house renting, and symposiums to inform students of special notes about leasing, rental contract book and so on. Please check with the Division of Dormitory Guidance (no.44 on the map, 3F) for further help visit the website. http://www.stu.ntou.edu.tw/sd/
Residence and Housing

6.3 Male Dormitory for International Students

(Off-campus)

A) About the dormitory

Currently, the international students are arranged in two different dormitories. We are having one off campus male dormitory for the international students, located at Xiangfeng Street. Presently there are 63 beds.

1. Address:
   No.277, No.279, Xiangfeng St., Zhongzheng Dist., Keelung City 202, Taiwan (R.O.C.)

2. Traffic:
   - DOWNTOWN TO DORM
     ● City Bus: No.103 or 104.
   - DORM TO SCHOOL
     ● On foot:
       - Approximately 1.1 km (about 20-30 mins)
     ● By city bus:
       - No.101, 103 or 104
   - By city bus:
     - No.101, 103 or 104 (5 stops away)

B) Need to know about the dormitory

1. Qualification:
   Basically, NTOU International Student Dormitory is open for non-domestic student (Foreign, overseas Chinese, and Chinese students) who enrolled to NTOU for undergraduate, master, or Ph.D. program.

2. Application Procedure:
   When you apply for the school for any degree program, you should also apply for the dormitory on Internet in advance.

   Notice of applying International Student Dormitory:
   If the student want to continue for the next year residency, he needs to apply every year in May. If he/she moves out of the dorm, he/she needs to finish the procedure of moving out before July 31st. The fee of resident will be according to NTOU International Student Dormitory Management Policies.

3. Fee:

   Types of accommodation:
   a. Twin Beds Room NTD. 9000 - room shared between two students.
   b. Triple Beds Room NTD. 9000 - room shared among three students.

   Fees will be according to NTOU International Student Dormitory Management Policies.

   Normally, dormitory fee will be paid in each semester in advance. Other cases should be followed the dormitory regulations (you can find in the appendices), and for further assistance you can consult to Division of Dormitory Guidance.

   Period of living in dormitory is generally for one year, including summer vacation included. (From Jan 1st to July 31st and Aug 1st to Jan 1st every year).

   Remember to keep all the receipts of your deposits for refund.

   And there will be no refund for the money remaining in the electricity card.

C) Pictures

4. During check-in

Once you arrived at school, you must go to the office of international affairs to complete the check-in procedure. Log in the online Academic systems (http://ais.ntou.edu.tw) to finish the application for the dormitory, and pay the dorm fees. After you finish all the necessary procedure, you’re ready to move in.

   (For further instructions about How to log in the Online Academic Systems go to page 45)

5. During check-out

Call the director of the male dormitory. Fill in the form, and the director will inspect your room to check the damage of any article and cleanliness in side the room.

   Once the procedure is done, and everything seems fine, the director will return your deposit money.

6. Package delivering:

   Currently there are no mail package delivery services outside the campus. You are suggested to request your mail package to school.

D) Need for help, contact information

Office of International Affairs
Tel:+886-2-2462-2192 ext. 1067-1069
Fax:+886-2-2463-4786
E-mail: joyce_wu730@mail.ntou.edu.tw
Location: Gymnasium 1st floor
Division of Dormitory Guidance
Tel:+886-2-2462-2192 ext. 1060
Fax:+886-2-2463-3464
E-mail: dorm@mail.ntou.edu.tw
Location: Student Activity Centre 3rd floor

E) Appendices

NTOU International Student Dormitory Deposit Management Policies (P.44)
NTOU International Residency Management Policies (P.45)
A. Public Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire, Ambulance</td>
<td>119</td>
</tr>
<tr>
<td>International Operator Assistance</td>
<td>100</td>
</tr>
<tr>
<td>Police, Traffic Accident</td>
<td>110</td>
</tr>
<tr>
<td>Long Distance Call Directory</td>
<td>105</td>
</tr>
<tr>
<td>CKS International Airport Service Counter</td>
<td>Voice inquiry: 03-3983728 Emergency Call 24 Hours: 03-3982050</td>
</tr>
<tr>
<td>Inquiry for International Telecommunication Service (Toll Free)</td>
<td>0800-731123</td>
</tr>
<tr>
<td>Keelung Tourist Information Center</td>
<td>02-24287664</td>
</tr>
<tr>
<td>Information Center Keelung Railway Station</td>
<td>02-24263743 (6:00-24:00)</td>
</tr>
<tr>
<td>Railway Station Information Desk (Taipei City)</td>
<td>02-2310121 (6:00-24:00)</td>
</tr>
<tr>
<td>Keelung City Bus Management Office</td>
<td>02-24251768 02-24226276</td>
</tr>
</tbody>
</table>

B. On campus contact numbers

<table>
<thead>
<tr>
<th>Office</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of International Affairs</td>
<td>1067-1069</td>
</tr>
<tr>
<td>Library</td>
<td>1187</td>
</tr>
<tr>
<td>Life Guidance</td>
<td>1062-1066</td>
</tr>
<tr>
<td>Dormitory Guidance</td>
<td>1056-1061</td>
</tr>
<tr>
<td>Health Services</td>
<td>1070-1073</td>
</tr>
<tr>
<td>Psychological Counseling</td>
<td>1195-1199</td>
</tr>
<tr>
<td>Military Training Office</td>
<td>1051-1054</td>
</tr>
<tr>
<td>24h emergency call</td>
<td>02-24629976</td>
</tr>
<tr>
<td>Gate Security</td>
<td>1132</td>
</tr>
</tbody>
</table>

C. E-mail Services

How to setup an English working environment in NTOU Webmail

STEP 1: Please enter your email ID and PW to log in.

![Webmail Login](image)

STEP 2: Please select the following items encircled by the red lines.

![Webmail Options](image)

STEP 3: Please select the language of your preference and save the configuration.

![Webmail Language Settings](image)

STEP 4: Finish..

D. Useful Information

1. About the Program

Bureau of Consular Affairs, Ministry of Foreign Affairs, ROC (Taiwan)
Tel: (02)2343-2888
http://www.boca.gov.tw/mp.asp

Ministry of Foreign Affairs, ROC (Taiwan)
Tel: (02)2348-2999

2. Legal Matters

Information for Foreigners
Tel: 0800-024-111
http://iff.immigration.gov.tw/iff-index.htm

3. Student Life

Taiwan Map (Go Travel)
http://www.taiwan-map.com/

Visiting Taiwan
### Important Contact Information

1. **National Health Insurance**
   - Tel: (02)3356-8888

2. **Bureau of Employment and Vocational Training**
   - Tel: (02)8590-2250
   - [http://www.evv.gov.tw](http://www.evv.gov.tw)

3. **Replacing Foreign Driver's Licenses**
   - Tel: (02)2311-3456

4. **National Palace Museum**
   - Tel: (02)2881-2021
   - [http://www.npm.gov.tw](http://www.npm.gov.tw)

5. **Taiwan National Parks**
   - Tel: (02)8771-2345

6. **Taiwan Area National Freeway Bureau**
   - Tel: (02)2909-6141

7. **Taiwan Railway Administration**
   - Tel: (02)2381-5226

8. **Taipei Rapid Transit System (Taipei Metro)**
   - Tel: (02)2181-2345

9. **Central Weather Bureau**
   - Tel: (02)2349-1168

10. **National Chiang Kai-shek Cultural Center R.O.C**
    - Tel: (02)2398-1979

11. **National Taiwan Museum of Fine Arts**
    - Tel: (02)2372-3552

12. **Taipei City Public Consultation Hall**
    - Tel: (02)8707-6051

13. **Taipei City High Speed Rail**
    - Tel: (02)8626-8000

14. **Taipei City (三和大樓)**
    - Tel: (02)2720-8889

15. **6anilla Economic and Cultural Office**
    - Tel: 28755507, 28755512 / Fax: 2875-5726
    - [http://www.evta.gov.tw](http://www.evta.gov.tw)

16. **India-Taipei Association**
    - Tel: (02)2713 2626 / Fax:(02)2514 9864

17. **Indonesian Economic & Trade Office to Taipei**
    - Tel: (02)2757-6112 / Fax:2757-6117

18. **Korean Mission in Taipei**
    - Tel: (02)2713-2626 / Fax:(02)2514 9864

19. **Vietnam Economic & Cultural Office in Taipei**
    - Tel: (02)2757-6107 / Fax:2757-3706

20. **Philippine Embassy in Taipei**
    - Tel: (02)2756 1898 / Fax: 2756-0017

21. **Embassy of the Republic of Panama**
    - Tel: (02)8752-1979 / Fax:2581-8707

22. **Embassy of the Republic of Peru**
    - Tel: (02)8752-1979 / Fax:2581-8707

23. **Embassy of the Republic of the Philippines**
    - Tel: (02)2756 1898 / Fax: 2756-0017

24. **Embassy of the Republic of South Africa**
    - Tel: (02)8752-1979 / Fax:2581-8707

25. **Embassy of the Republic of Thailand**
    - Tel: (02)2757-6107 / Fax:2757-3706

26. **Embassy of the Republic of Vietnam**
    - Tel: (02)2756 1898 / Fax: 2756-0017

27. **Embassy of the United States of America**
    - Tel: (02)2756 1898 / Fax: 2756-0017

28. **Embassy of Zimbabwe**
    - Tel: (02)2756 1898 / Fax: 2756-0017

29. **Embassy of the Republic of Yemen**
    - Tel: (02)2756 1898 / Fax: 2756-0017

30. **Embassy of the United Arab Emirates**
    - Tel: (02)2756 1898 / Fax: 2756-0017

31. **Embassy of the Islamic Republic of Iran**
    - Tel: (02)2756 1898 / Fax: 2756-0017

32. **Embassy of the Kingdom of Saudi Arabia**
    - Tel: (02)2756 1898 / Fax: 2756-0017

33. **Embassy of the Kingdom of Bahrain**
    - Tel: (02)2756 1898 / Fax: 2756-0017

34. **Embassy of the State of Qatar**
    - Tel: (02)2756 1898 / Fax: 2756-0017
A. About Taiwan

Republic Of China (TAINAN)

Area : 36,000 square kilometers

Population : 23 million

Language : Mandarin / Taiwanese / Hakka / Indigenous Languages

Religion : Buddhism / Taoism / Christianity / Islam

A.1 General

Taiwan's total land area is only about 36,000 square kilometers (14,400 square miles); it is shaped like a leaf that is narrow at both ends. It lies off the southeastern coast of mainland Asia, across the Taiwan Strait from Mainland China—a solitary island on the western edge of the Pacific Ocean. To the north lies Japan; to the south is the Philippines. Many airlines fly to Taiwan which make it perfect travel destination.

Taiwan lies on the western edge of the Pacific "ring of fire," and continuous tectonic movements have created majestic peaks, rolling hills, plains, basins, coastlines, and other wonders. Taiwan's tropical, subtropical, and temperate climates provide clear differentiation between different seasons. There are about 18,400 species of wildlife on the island, with more than 20% belonging to rare or endangered species. Among these are the land-locked salmon, Taiwan mountain goat, Formosan rock monkey, Formosan black bear, blue magpie, Mikado Pheasant, Hsuhehsan grass lizzard, and many more.

Reference: http://eng.taiwan.net.tw/m1.aspx? sNO=0000202

A.2 Climate

Taiwan enjoys warm weather all year round. The strongest fluctuations in weather conditions are during spring and winter, while during summer and autumn the weather is relatively stable. Taiwan is extremely suitable for traveling, as the annual average temperature is a comfortable 22 degrees Celsius with lowest temperatures ranging from 12 to 17 degrees Celsius (54-63 Fahrenheit).

Therefore, with the exception of a few mountain areas where some traces of snow can be found during winter, no snow can be seen throughout Taiwan. When summer is about to dismiss spring (March to May), continuously drizzling rain will sometimes fall on Taiwan. When visiting Taiwan during this period, remember to carry an umbrella at all times; because although it might seem romantic to have a stroll in the rain, it is no fun to travel when you're soaking wet.

During the summer (June to August), typhoons sometimes reach the island. We suggest you keep an eye on weather reports during typhoon season, because the roaring waves at the coast are not to be regarded as one of Taiwan's tourist scenes. During autumn (September to October), you can wholeheartedly enjoy the cool and soothing weather, while Taiwan's relatively warm and short winter (November to February) is the time for you to admire the beautifully colored maple trees. The cold fronts that reach Taiwan sporadically are greatly favored by the island's hot spring lovers. In short, Taiwan, where it always seems to be spring, is your perfect travel destination!

A.3 People

The friendly people of Taiwan

Taiwan has a population of 23 million. The larger part of the island's inhabitants are the descendants of immigrants from the various provinces of mainland China, but in particular from the southeastern coastal provinces of Fujian and Guangdong. Because the different ethnic groups have fairly well integrated, differences that originally existed between people from different provinces have gradually disappeared. Some 360,000 indigenous people, the original inhabitants of Taiwan, still live here; they can be distinguished into 14 different tribes, namely the Amis, the Atayal, the Paiwan, the Bunun, the Puyuma, the Rukai, the Tsou, the Saisiyat, the Tao (or Yami), the Thao, the Kavalan, the Truku, the Sakizaya and the Sediq.

(Resource: http://www.dmtip.gov.tw/Eng/Index.htm )

A.4 Language

The official language of Taiwan is Mandarin Chinese, but because many Taiwanese are of southern Fujianese descent, Minnan (the Southern Min dialect or Heluo) is also widely spoken. The smaller groups of Hakka people and aborigines have also preserved their own languages. Many elderly people can also speak some Japanese, as they were subjected to Japanese education before Taiwan was returned to Chinese rule in 1945 when the Japanese occupation lasted for half a century.

The most popular foreign language in Taiwan is English, which is part of the regular school curriculum.
However, to be on the safety consideration, we kindly suggest that prepare a note with your place of destination written in Chinese to show the taxi driver when taking a taxi.

Taiwan is also the most ideal place to learn Chinese. There are numerous language schools that offer Chinese classes, ranging from hourly-based classes to recognized university programs. Many foreigners from Europe and the United States, as well as other areas, come to Taiwan to spend their holidays, or one or two years, studying Chinese.

More information:
http://eng.taiwan.net.tw/m1.aspx?sNo=0002010

B. Northern Taiwan

<Keelung>
Situated in the northern part of Taiwan Island, Keelung used to be called Jilong, which means hencoop. The name was later changed to Keelung which means "rich and prosperous land".

The city occupies 132.7589 square kilometers of land, 95% of which are hills. The city is separated from the neighboring counties and cities by the mountains in the east, west and south. The northern part of the city faces the ocean and is a great deepwater harbor.

As the city is surrounded by mountains, communications between Keelung and other places was not very convenient in the past when transportation was not well-developed. Gradually, the isolation gave Keelung a chance to develop its own marine culture.

After hundreds of years of battles and struggles, the city now becomes an international harbor city visited by numerous ships. Every year, Keelung holds the Mid-July Festival which often attracts thousands of visitors. When you visit Keelung, don't miss the fine and exquisite cuisine near the temple and be sure to plan a trip to visit the artillery emplacements, the tunnels, the beak head, the bay, the fishing port and the fishing market in Keelung.

Crepe Myrtle, the city flower of Keelung, belongs to the Loosestrife family (Lythraceae). These deciduous trees have smooth and mottled trunks as well as pink, white and mauve blooms that usually appear in late summer. Its exquisite branch ramification makes crepe myrtle a unique tree.

(Resource: http://www.kclcg.gov.tw/en/01/01_1.jsp )

<Taipei>

There are two major public transportation system, buses and Mass Rapid Transit (MRT). Taipei is also building several bike routes in many of the city’s riverside parks, to advance the concept of green transportation and eco-city.

Many temples and traditional-style houses are scattered throughout Taipei. Longshan Temple(龍山寺) is the city’s oldest and most famous temple, this temple is located in Taipei City's Kuanzhou Street. Visitors can take the Bannan Line of the Mass Rapid Transit (MRT) network and get off at the Longshan Temple station (龍山寺捷運站). Lin Family Garden(林家花園) is the island’s finest example of classical Chinese landscaping and architecture. The gardens are located at 9 Ximen Street, Banqiao (板橋市西門街9號). You can walk there in about ten minutes from the Fuzhong MRT Station (府中捷運站).

Taipei’s leading attraction is the majestic National Palace Museum(國立故宮博物院), which houses the world’s largest and finest collection of oriental art treasures. The National Palace Museum is located in Chihshan Road in Taipei City’s Shihlin District. Visitors can take the Danshuei Line of the Mass Rapid Transit (MRT) network and get off at the Shihlin Station, then take Red bus to museum.

The Chiang Kai-shek Memorial Hall(中正紀念堂), the island’s most impressive monument to the late president, has a beautiful Ming-style arch at its main entrance that is flanked by the National Theater(國家劇院) and the National Concert Hall(國家音樂廳). Visitors can take the Danshuei -Xindian Line or the Beitou-Nanshi Jiao Line of the Mass Rapid Transit (MRT) network, and get off at the CKS Memorial Hall Station.

Northern Taiwan is rich in natural beauty. Towering over Taipei to the north is Yangmingshan National Park(陽明山國家公園), where well-maintained walkways and trails lead visitors to scenic spots such as waterfalls, volcanic craters, lakes, and hot springs. To get there, bus 260 leaves from Zhengzhou Road (the road directly behind Taipei Main Railway Station) for the park every ten minutes, traveling along Zhongshan North Road, and turning right onto Zhongzheng Road in Shilin. From Jiantan MRT Station, Bus Red 5 leaves for the park every 15 minutes. From Beitou, bus 230 plies the route every thirty minutes. It is a short walk from the bus terminal station to the cultivated area of the park.

For more information about the Keelung City and sightseeing please visit the websites:

- Welcome to Taiwan (tourism site): http://eng.taiwan.net.tw/
- Or you may visit the Tourist Information Center in Keelung in the following address: http://tour.klcg.gov.tw/english/index2.asp
NATIONAL TAIWAN OCEAN UNIVERSITY REGULATIONS GOVERNING REGISTRATION PROCEDURES AND APPLICATIONS FOR LEAVE OF ABSENCE ON THE REGISTRATION DAY

Article 1
The Regulations are enacted in accordance with Article 7 of the Study Regulations of National Taiwan Ocean University (NTOU).

Article 2
The Office of Academic Affairs shall send the registration-related materials to the new students and continuing students before each semester begins.

Article 3
NTOU students are required to pay all necessary expenses when each semester begins and should carry out the reporting and registration procedures in accordance with the following rules:

Reporting: Reporting procedure should be conducted by verifying the admission notice for freshman students, the resumption of study notice for returning students, and the student cards for continuing students.

Registration: New students and continuing students should observe the registration procedures and register according to the time slots assigned to each department/graduate institutes as shown in the admission guidelines and the registration notice, respectively.

Article 4
Students should follow the procedures set forth in the Form of Registration Procedures step by step. They should turn in the form and have their student cards stamped with the registration stamp on the reverse side to complete the registration procedures.

Article 5
A student who is unable to complete the registration procedures within the given deadline should submit an application form stating the reasons for a leave of absence prior to the registration deadline. Upon approval, the student shall be free of fine for his/her payment when he/she registers later. Students whose application for a leave of absence was granted due to special circumstances shall process the late registration separately.

Article 6
New students who fail to complete the registration procedures by the deadline shall be disqualified for admission unless their applications for a leave of absence or applications for admission deferral have been approved. Continuing students who fail to give the payment by the deadline are subject to the following provisions, which shall be applicable from the date of registration deadline.

1. Payment is three days overdue: A late payment fine of NTD 100 shall be charged for payment which is one day overdue; NTD 200 for payment which is two days overdue; and NTD 300 for payment which is three days overdue.

2. A late payment fine of NTD 500 will be charged for payment which is overdue for four to seven days.

3. A late payment fine of NTD 1,000 will be charged for payment which is overdue for eight to twelve days.

4. A late payment fine of NTD 1,500 will be charged for payment which is overdue for thirteen to thirty days.

5. A late payment fine of NTD 1,500 will be charged for payment which is overdue more than thirty days; moreover, students should apply for suspension of study after giving the payment of the difference calculated pursuant to the NTOU Table of Refunds Rules for Withdrawing Students. Students who are duly notified but still fail to apply for suspension of study shall be expelled form NTOU unless such failure is caused due to force majeure.

Article 7
When a student in his/her extended year of study has obtained the credits required for graduation but yet finished his/her practicum, the student is required to register for the practicum course.

Article 8
Matters not covered in the Regulations shall be subject to the Study Regulations of NTOU.

Article 9
The Regulations shall be enacted for implementation upon the approval of the Academic Affairs Committee and the ratification of the President of National Taiwan Ocean University. Note: The Regulations are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.
Article 2 The purpose of the Committee is to establish a channel of communication in the handling of appeals in order to provide a fair treatment for students and student associations and other related self-governing organizations, and protect their rights to education, living, learning, and to enhance an awareness of democracy in campus.

Chapter 2 Organization Structure

Article 3 Organization structure is as follows:

Article 4 If the committee fails to lead to the results, a new member will be designated.
Article 10

Administration of litigation, civil litigation or criminal litigation regarding the matters of appeal or other related matters, the Committee should immediately notify in writing. The Committee should cancel all the arbitration proceedings upon knowledge of the above mentioned circumstance. Arbitration may proceed only after the reason for suspension has been removed. This article is not applicable to appeals concerning disciplinary rulings that result in withdrawals and expelled.

Article 12

In the case of an appeal it requires investigation or further understanding, the committee may appoint up to 3 members to form an investigation group for the purpose of conducting investigation and further understanding.

Article 13

Review cases from students undisclosed for discussion, the complaints will further be informed and explained.

Article 14

The Committee shall complete the arbitration within 30 days from the following day of receiving the petition unless it is not acceptable, the complainant to withdraw or suspend the case outside the Committee. It may be extended if necessary, and the complainant shall be notified. It may only be extended once, and the extension may not be over two months. For cases involving withdrawal, suspended, or similar penalty, it may not be extended.

If the Committee deems the written petition improper, but controllable, the complainant shall be informed to correct it within 7 days, and the correction period shall be deducted from the arbitration period.

Committee decided to serve the complainant and former president of sanctions approved by the principle. After the principle approved the decision, the schools should be performed in accordance with council decisions.

Article 16

Student appeals Committee during the review of complaints, the sanctions stay the same as the original complaints.

Article 17

When the complaint is about suspended, expelled or similar sanction, before the review decision is confirmed, NTOU may allow the student to continue its registration based on NTOU authority or in
文章18
对于学生的申诉，学生会将根据申诉的内容和程序进行处理。

文章19
对于学生的申诉，学生会将根据申诉的内容和程序进行处理。

文章20
对于学生的申诉，学生会将根据申诉的内容和程序进行处理。

文章21
对于学生的申诉，学生会将根据申诉的内容和程序进行处理。
## General Education Requirements for International Degree Students

Approved in the Meeting of General Education Committee on Dec. 30, 2009
Approved in the Meeting of University Curriculum Committee on March 18, 2010
Approved in the First Meeting of Academic Affairs Committee in the Second Semester of Academic Year 2009/2010 on April 8, 2010

### National Taiwan Ocean University General Education Requirements for International Degree Students

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### 課程說明
- **體育**
  - Physical Education
  - 0 credits
  - International students are exempted from taking these courses.

- **服務學習**
  - Service-Learning Program
  - 8 credits required for international students enrolled in degree programs.

- **外文**
  - Foreign Languages
  - 12 credits required for international students enrolled in dual degree programs.

- **共同教育課程總計**
  - Total 10 credits

備註：依協議書所訂修課期間修課。

Note: Course requirements shall be subject to the Agreement on Dual Degree Program and Joint Supervision of a Thesis/Dissertation signed by the universities.
NATIONAL TAIWAN OCEAN UNIVERSITY

REGULATIONS GOVERNING COURSE SELECTION AND REGISTRATION

Approved for amendment in the First Meeting of the
Academic Affairs Committee in the First Semester of
Academic Year 2004/05 on Dec. 18, 2004
Promulgated pursuant to the NTOU Order No. 0930011380 on Dec. 24, 2004

Article 1
The Regulations are enacted in accordance with Article 8
of the Study Regulations of the National Taiwan Ocean University (NTOU).

Article 2
A student processing the course selection should observe
the compulsory course list of each department/graduate institute and meet requirement of minimum credits for graduation as regulated by the University.

Article 3
A student processing the course selection should comply with the following provisions:
1. Course selection should be made within the given
deadline announced by the University. Request for
registration beyond the deadline shall not be processed.
2. A department/graduate institute should give priority
to its students to select courses offered by this
department/graduate institute.

Article 4
An undergraduate student (day division) shall take a maximum
of 25 credits per semester. However, in terms of
the requirement of minimum credits, an undergraduate
student should take at least 16 credits per semester in his/her freshman, sophomore and junior years, and at least 9 credits per semester in his/her senior year.

An undergraduate student (including a student of an in-service master’s program) may take a maximum of 22 credits per semester, and should take at least one course in a semester.

An undergraduate student of the Continuing and Extension Education Program shall take a maximum of 25 credits and a minimum of 9 credits per semester. However, at least 6 credits should be taken in his/her final academic year before graduation.

An undergraduate student, a graduate student (including a student of an in-service master’s program), or an undergraduate student of a Continuing and Extension Education Program whose average score of the previous semester is among top 20% of his/her class and who intends to take credits more than the maximum credits requirement per semester may file an application for a credit overload pursuant to the administrative procedures; however, the maximum number of courses allowed for a student to overload is two courses.

A student who extends his/her study duration should take at least one course per semester; Failure to register for any course or meet the requirement of minimum credits for each semester shall be deemed as an enrolled student with incomplete course registration. A student, who is duly notified through a written notice, still fails to process the matter at the Division of Registration and Curriculum (or Division of Continuing and Extension Education for a student of the continuing and extension education program) shall be suspended from the University in accordance with the Study Regulations of the NTOU.

A student whose score of a two-semester course is below 40 in the first semester is not allowed to continue taking the course in the second semester; furthermore, credits earned from the course in one semester should not be included in the total number of credits required for graduation.

When a student takes a two-semester course only for one semester, the credit(s) earned from the course should not be included in the total number of credits required for graduation.

A foreign graduate student (excluding overseas Chinese students) should follow the Regulations for his/her course registration, and take the course of Chinese for four semesters before the student is approved to graduate form the University. The credits of the Chinese course will not be included in the total number of credits required for graduation. Foreign students of a special program ratified and sponsored by the Ministry of Education or other institutions shall follow the regulations of the sponsoring agency or institutions in terms of the requirement of Chinese course study.

A student taking courses offered by other department(s) shall obtain the approval of the student’s major department and the prior consent of the course-offering department. When courses taken are not related to the student’s major department, credits earned from these courses shall not be included in the total number of credits required for graduation.
Article 11
Enrolling in overlapping courses is prohibited. If a student is found to register for classes that overlap, such courses shall be given a score of zero, and the score will be included in the calculation of the semester average.

Article 12
A student is not allowed to retake a course which the student has already passed. The credit(s) earned from a retaken course shall not be included in the calculation of the semester average and the total credits for graduation.

Article 13
Retaking a physical education course is limited to one course of the physical education every semester; that is, a student is not allowed to take the courses of physical education for three semesters in one semester. Where a student is required to make up a physical education course due to failure to register for the course in the previous semester, the student should not take the courses of the physical education for two semesters in one semester.

Article 14
A student of the Day Division is not allowed to take the courses offered by the Continuing and Extension Education program. However, a student of the Continuing and Extension Education program may take courses offered by the Day Division, and credit(s) earned from the course(s) may be included in the credits for graduation. The number of course credits and the courses offered to students of the Continuing and Extension Education program should be defined by respective departments/graduate institutes and implemented upon approval of the Dean of Academic Affairs; such provision does not apply to students of the educational program.

Article 15
A student transferred from another department or university may apply for the credit transfer pursuant to the Course Credit Transfer/Waiver Guidelines of the University provided that a course previously passed by the student has the same title and number of credits with the required course offered by the department to which the student transfers.

Article 16
A student who extends the study duration (including a student who extends the study duration for pursuing a dual degree, taking a minor or attending the educational program) should pay a credit fee based on the standards of the credit fee for students of the Continuing and Extension Education program. The student taking more than nine credits in a semester of the extended academic year should pay full amount of tuition fees for students of the Day Division, excluding the courses taken in the educational program. A student of the educational program should pay a credit fee based on the standards of the credit fee for students of the Continuing and Extension Education program.

Article 17
An undergraduate student taking a course offered for a master’s program or a doctoral program need not pay credit fee for any course taken.

Article 18
A student, who fails to make a payment by the due date, will be charged a fine for the late payment which is calculated from the due date, as shown below:

1. NTD 100 will be charged for each day that the payment is late.
2. A student, who fails to give payment ten days after the due date, shall be deprived of the right to process course selection for the next semester until payment is given.

Article 19
Matters not covered in the Regulations shall be processed in accordance with the Study Regulations and the course instructor and the department head or the director of the graduate institute; a student of the continuing and extension education programs should submit the application form to the Division of Continuing and Extension Education. Failure to process the registration within the given deadline does not constitute a course withdrawal in the mid-term.

Article 20
A course withdrawn by a student in the mid-term will remain on the student’s official transcript of the semester with the designation of “W.”

Article 21
A student may apply for mid-term course withdrawal for up to two courses each semester, and the credits of the withdrawn courses will not be included in the total credits taken in that semester.

Article 22
After a student applies for a course withdrawal in the mid-term, the total credits taken in the semester should still meet the requirement of the minimum credits prescribed for each semester.

Article 23
The credits fees for the course withdrawal in the mid-term are not refundable.

Article 24
The Regulations are enacted for implementation upon the approval of the Academic Affairs Committee and the ratification of the President of the National Taiwan Ocean University.

Note: The Regulations are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.
Student Dormitory Regulations

- Application: The application is not permitted for those with legal infectious disease (requiring treatment in isolation), or severe mental illness before completing treatment.

- Refund: When freshman (only first semester), drop-out, expelled, or graduate, dormitory fee can be returned according to the following condition:

  a. Within 10 days of register, dormitory fee will be fully returned.
  b. More than 10 days of register, but not 1/3 of the semester, 1/2 of the dormitory fee will be returned.
  c. Freshman (second semester), voluntary move out, or disobeyed Student Dormitory Regulations Rule 14 and suspended for lodging qualification, no refund will be given.

Notice: Each period is one academic year (including winter vacation, but not summer vacation), and please cooperate moving for concentration in winter vacation.

6.3. Distribution (only international students)

- Male Off-campus International Dormitory
- Female 2nd Female Dormitory 6th floor

6.4. Students must follow Student Dormitory Regulations, Dormitory Contract Book and related regulations

I. Substitution is forbidden. The students provided or accepted others’ bed will be given a demerit and suspended for lodging qualification according to Student Dormitory Regulations and Student Rewards and Punishment Regulations.

II. Students should cooperate with bed-checking, and must not give out one’s bed without authorization. The students that disobey will be processed according to Student Dormitory Regulations and Student Rewards and Punishment Regulations.

III. Objects provided by our Student Dormitory are: bed, desk, chair, shelf, air conditioner and wardrobe. Students should prepare other objects of living necessity without disobeying Student Dormitory Regulations.

IV. If a student damages or loses any dormitory or public object, he/she is responsible for compensation.

V. When lodging students decide to move out, related procedures must be completed.

VI. An air-conditioner card is given to each room of four students every semester (face value NT$1,000, including cost of production NT$40). If the air-conditioner card was used up, it can be purchased at the convenient store in campus.

VII. In order to maintain the normal operation of Internet, lodging students should cooperate with keying in MAC address number of the network adapter. Every address is limited to 3GB per day (upload/download).

VIII. Main lights at all dormitories are off at 12:00 a.m. (except the previous week and the week of midterms and final exams) Desk lights are not turned off.

IX. Smoking is forbidden.

X. Other provisions will be announced if necessary.

Lodging students are not allowed to have the following behaviors:

1. Substitute bed to others, or enter restricted areas during summer vacation without authorization.

2. Gamble, play ma-jhong, drink alcohol excessively and cause trouble, fight, jump over walls or windows, steal, or any other illegal actions.

3. Store hazardous, illegal or easily burnt objects.

4. Keep guests or invite opposite-sex friends into the dormitory without authorization.

5. Change originally designated bed or furniture without authorization.

6. Lead merchants into the dormitory for trading purpose.

7. Have pets without authorization, but if needed for lessons and agreed by all roommates, it is not restricted.

8. Install electrical appliances without authorization; e.g. refrigerator, dehumidifier, television set, electric stove, heater, microwave, oven, or any other electrical appliances higher than 500W (the hair dryer is excluded).

9. Cook in the dormitory without authorization.

10. Make loud noise disturbing others sleeping or studying.

11. Smoke in the dormitory.

12. Disobey the dormitory notices and not cooperate with bed-checking.

13. Unpack one’s belongings and not store them at the designated place during summer vacation.

14. Any other behavior disturbing dormitory safety and order.

NTOU International Student Dormitory Deposit Management Policies

Article 1: The following guidelines are according to NTOU International Student Dormitory Management Policies article 10.

Article 2: The following guidelines are maintaining the facilities of International Student Dormitory full blast in order to cultivate to take care of the environment and public property.

Article 3: Each student who lives in NTOU International Student Dormitory will be charge NTD 1000 for deposit to Cashier.

Article 4: The general managers should confirm the facilities and cleanliness of each room when the school’s year is ending or the student moves out.

Article 5: Cleanliness of Dormitory

A: The general managers should get the picture for evidence when the student doesn’t clean their room after they moved out. Division of Dormitory Guidance will charge the clean expense according the working hour, any stuff left is regard as trash.

B: The duty of cleanliness should prosecute responsible to student, if we cannot prosecute responsible to student, the charge will share by student in the room.

Article 6: Facilities of Dormitory

A: Division of Dormitory Guidance should check the engineering of building before student moves in the room.

B: The residency should check the room and fill the facilities card to general managers once the student moves in the dorm.

C: If student destroys the facilities or property in the dorms as follows, should indemnify according to the facilities card:

1. Student loses or destroys the facilities due to their negligence.

2. Student loses or destroys the facilities deliberately.

3. Student loses or destroys the facilities due to their negligence.

4. The general managers or division of dormitory counseling should identify the facilities damage, if indemnify is needed, the indemnification price should be printed in the identify table.

5. If the reason of damage is considered a personal factor, the duty of indemnification should prosecute responsible to student, if we cannot prosecute responsible to student, the charge will share by student in the room.

6. The procedure of process the indemnification: The general managers or the part-time student work at the front desk should fill the list of repair, appendix the identify table and send it to Division of Dormitory Guidance after the examination will cut the resident deposit. If the balance is insufficient, Division of Dormitory Guidance should notify the student to make up the balance. The facilities will be repaired according to identify table.

7. The general managers should stay in the dorm for 2days to make an inventory in the room with Division of Dormitory Guidance after the school’s year ended.

8. Division of Dormitory Guidance should formulate the facilities card and the amount of indemnification.

9. If there are still has balance in the air-conditioner reloaded card will not return when student moves out of the dorms.

10. NTOU offer reload card which value NT$ 500 to student to use the air-conditioner and Electric Boiler.

11. Please go to Cashier to reload the card if the balance is using up, and then take the receipt to division of dormitory guidance to add value in the card.

12. Student should return the reloaded card once they move out of the dorms. Division of dormitory guidance will deduct NT$ 1000 from the resident deposit if student didn’t return the card.

Article 7: Resident deposit refund:

The student lives in NTOU International student dormitory...
NTOU International Residency Management Policies

For the healthy dormitory environment, please keep the good behavior and get into a nice groove of life, and take care of cleanliness of dormitory, please follow the rules:

1. The meeting time for opposite sex visitors from 9:00 to 22:00 in social room at first floor.
2. It is unlimited from division of dormitory counseling or drillmaster’s agreement if meet the emergency situation.
3. The dormitory strictly forbids the gambling, mahjong, fighting, stealing, and drink too much, and other illegal behavior.
4. The public facilities is school’s property, please cherish them. If deliberately destroy the facilities or environment is happened, repair and indemnify is needed.
5. Do not speak loudly to obstruct other to study or sleep.
6. Air-conditioner is school’s property, if the damage is happened should repair it according to the regulation from school, if the student deliberately destroy the A-C and lead it to damage, the person involved should be responsible for repair or indemnify, and will be punish by the regulation.
7. Please follow the waste sorting, to cooperate the operation time for trash car individually to maintain the environmental cleanliness.
8. The residence should cooperate the room confirmed and the announcement from the dorm.
9. Do not switch the room or residency.
10. If the student use the internet inside the school, they will be responsible for legal liability if they do as follows.
   (A) Use internet on campus to send menaced, dissemination, Commercial, or unfriendly news.
   (B) Use internet on campus to send virus or invade the computer system which is not authorized.
   (C) Use others internet IP or change IP without authorizes.
11. The residence should clean the stuff in the room when the student move out of the dorm, otherwise they will be recorded and add in the reject list for applying. If the student graduate from school should restore the original condition otherwise the school will confiscate the deposit.
12. The residence should follow NTOU International Student Dormitory Management Policies and regulations from the contract of house renting. The school will bulletin if there

How to make online dormitory registration in the
Online Academic Systems

1. First go to http://ais.ntou.edu.tw if you never log in before, please click the button that is circled for reset passwords.
2. Choose 学生 (students).
3. Log in with the new password, and switch the language into English. Click on the student dormitory system.
4. Go to the dormitory application, and finish the rest of the information, then click to send.

Note: Because of the system set up, the system is using Republic era. You can simply minus 1911 to transform your birth date into Republic era. (e.g. 2012-1911=101. 1995-1911=94.)


Appendices

NTOU Airport Pick Up Request Form

A. Personal information

Title:
Family Name:
First Name:
Student IDNumber:
Faculty:
Nationality:
Gender: (Male/Female)
Telephone Number:
E-mail Address:

B. Family / Partner Contact information (for safety consideration)

Family Name:
First Name:
E-mail Address:

C. Flight Details

Date of Arrival at Taoyuan: ________ (Day) / ______ (Month) / ______ (Year)
Time of Arrival at Taoyuan: ________ (AM/PM)
Name of Airline:
Flight Number:
Number of Bags:

Students who require airport pick up, need to complete and submit this for before August 3rd, 2015 for autumn and February 1st, 2016 for Spring.

Please e-mail or fax the above filled form to:

Ms. Joyce Wu
(Assistant)
Division of international Affairs
Email: joyce_wu730@mail.ntou.edu.tw
Tel: +886-2-24622192EXT1069

Tel: +886-2-24634786
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<td>7. Application Deadline for Tuition Fee Loan and Tuition Exemption or Reduction for Newly-admitted Undergraduate Students in the Day Division</td>
</tr>
<tr>
<td></td>
<td>8. Summer Vacation Ends</td>
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<td></td>
<td>9. Final Day of Classes for All Students</td>
</tr>
<tr>
<td></td>
<td>10. Minority Admission Application</td>
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<td></td>
<td>11. Registration for Continuing Students</td>
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<td></td>
<td>12. Online Course Selection for 101 (for Continuing Students)</td>
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<tr>
<td></td>
<td>13. Application Deadline for Tuition Fee Loan and Tuition Exemption or Reduction for Continuing Students</td>
</tr>
<tr>
<td></td>
<td>14. NDSC Scholarship Application</td>
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<tr>
<td></td>
<td>15. Mid-Term Examination</td>
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<td>16. Deadline for Mid-Term Examintion</td>
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<td></td>
<td>17. Last Day of Confirmation of Online Course Selection Result</td>
</tr>
<tr>
<td>Nov 1</td>
<td>1. Mid-Term Examination</td>
</tr>
<tr>
<td></td>
<td>2. Dead-line for Course Fees Payment</td>
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<tr>
<td></td>
<td>3. Final Day of Early Winter Session</td>
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<td></td>
<td>4. Department Transfer Application; Second Semester Tuition Exemption or Reduction Application</td>
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<td></td>
<td>5. Deadline for Early Winter Session</td>
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<td>6. Mid-Term Course Withdrawal Application</td>
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<td>7. Application Deadline for Mid-Term Examination</td>
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<td>9. Mid-Term Examination</td>
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<tr>
<td>Dec 1</td>
<td>1. Online Course Selection for 104 (Session One)</td>
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<tr>
<td></td>
<td>2. Winter Vacation Begin</td>
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<tr>
<td></td>
<td>3. Application Deadline for Suspension of Studies for 101</td>
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<td></td>
<td>4. Winter Vacation Begin</td>
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<td>5. Cold Winter Break</td>
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<thead>
<tr>
<th>Date</th>
<th>Event Details (2nd Semester)</th>
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<tbody>
<tr>
<td>Feb 1</td>
<td>1. Second Semester Begins; Third/Denomination Semester Deadline for Postgraduate Students</td>
</tr>
<tr>
<td></td>
<td>2. Application Deadline for Minors and Double Majors</td>
</tr>
<tr>
<td></td>
<td>3. Dormitory Cart Inflation Closing</td>
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<td>4. Administration of the New Year (Holiday)</td>
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<tr>
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<td>5. Dormitory Cart Inflation Closing</td>
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<td>6. Bringing in New Year (Holiday)</td>
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<tr>
<td></td>
<td>7. Registration for Newly-admitted Students</td>
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<td>8. Public Vacation Ends</td>
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<td>9. Class Registration for All Students</td>
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<td>10. Final Day of Classes for All Students</td>
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<td>14. Application for Dormitory Dining</td>
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<td></td>
<td>15. Mid-Term Examination</td>
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<td></td>
<td>16. Application for Dormitory Transfer for Beginning Students</td>
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<td>17. Application for Dormitory Transfer End</td>
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<td>18. Deadline for Dormitory Transfer End</td>
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<td>19. Dead-line for Dormitory Transfer End</td>
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<td>21. Winter Vacation Begin</td>
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</table>

1. Permission Officer will make a further notice if there's any change on the date of a National Holiday or Chinese New Year.
2. Division of Registrations and Curriculum Division of Continuing and Distance Education will make a further notice if there's any change of schedule on online course selection.
3. Offices closed for staff and faculty on S/1 - S/8 - E/22 - E/29
NTOU School Bus Schedule

Transportation Information:

Operate dates:
School days: School bus operate Monday to Friday (no operations on holidays, national holidays).
Summer/Winter Break: Division of General Service will make further notice about the schedule during break time.

Fare (single trip):
NT$50.

Routes:
Lane A: Zhongxiao Fuxing station, Taipei Metro — NTOU
Lane B: Jiantan station, Taipei Metro — NTOU

The bus schedule may change due to traffic conditions. You can check the latest schedule with this link:
http://140.121.193.238/wpmu/dgs/車輛管理/學生專車資訊/